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# IFS-HR Newsletter

January-March 2006

## IFS-HR On the Move

Alan Rogers

**T**he Integrated Financial System is *on the move* with many changes affecting users statewide.

The most evident change took place recently with improved response time when attempting to enter timesheets.

In a cooperative effort, employees of the Department of Personnel, the Department of Information Technology, and software vendor AERIS, made changes affecting the

software and hardware, which resulted in improved processing and response time for the system.

The attention to improving performance has become necessary as new users, additional system utility, and new programs have been added to the system. Additional changes will be necessary to further improve the processing capacity and response time of the system.

Increased use of the system is anticipated when future

phases of NEATS are completed.

A major release is planned for the fall of 2006 when the new electronic applications module is made available.

The servers and network will require improvements to continue to provide efficient and effective service to employees and citizens of the State. More information regarding improvements and new applications will be available in future editions of the IFS Newsletter. ■

## Important

Netti DeBusk

### ***Timesheet Deadlines***

Each agency is responsible for reviewing SUSE and SUSF to ensure that all documents and transactions have been approved/processed in accordance to the Payroll and/or Records deadline schedule.

Agencies who have rolled out in NEATS for timesheet entry must also review the "Pending Approval" section to make sure timesheets in NEATS have been approved so the data can be processed and accepted in ADV-HR.

The deadline for processing timesheets in NEATS is the

same as ADV-HR. Adhering to these deadlines will avoid under/overpayments in the event there is hardware or software failure that prevents data transfer.

If you need assistance processing timesheets, please contact the IFS-HR Help Desk at (775) 687-9099.

### ***Leave Balance/Leave Activity Analysis in the HRDW***

It has come to our attention that when an employee separates from State service, some agencies are not processing the proper

paperwork to clear leave balances.

IFS-HR produces many reports - some of which reflect leave liability. If balances are not cleared from ADV-HR the reported data will be incorrect.

If you need assistance please refer to IFS-HR procedure 01.07.03. ■

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State Holiday  
February 20

## NEATS & HRDW

Tricia Buckner

Hope everyone had a great holiday season!!!!

I am very pleased to report that 52% of the employees in the State of Nevada are rolled out using the NEATS Timekeeping and Employee Data Capture!!!! The goal is to have 100% rolled out by the end of December 2007. What that means is...I am going to be very busy!

I am looking forward to meeting with agency personnel for the next rollout, which is scheduled for implementation through June. An email will be going out soon to agency directors

and lead persons, regarding setting up meetings for the next phase.

Thank you to everyone who has returned the Appointing Authority Signature Authorization forms! It has helped us greatly here at IFS-HR to ensure the users are getting the appropriate (authorized) security. We have revised the IFS-HR Confidentiality Agreement form to make it easier for the person completing the form.

To the agencies already rolled out on NEATS, please make sure you continue to follow the Central Payroll

deadline for submitting timesheets! The deadline is posted on the IFS-HR website at <http://www.ifs.state.nv.us/Payroll%20Deadline%20Schedules.htm>

Please remember to call the IFS-HR Help Desk if you are having problems with NEATS, ADVANTAGE™-HR or HRDW. Our Help Desk is there for you from 8am-5pm, Monday-Friday.

As always, it is a pleasure working with you and hope everyone is looking forward to another great year! ■

### New and transferring employees

If you are a new employee or are transferring to another agency, there will be a period of time when you will not be able to access NEATS.

Processing time can be up to two (2) weeks. This allows your new agency and Central Records to complete your new hire/transfer paperwork.

For more information, please contact your agency supervisor, personnel representative or payroll clerk.

## Smile, you're on Candid Camera!

Netti DeBusk

Have you ever wanted to be on television? If the answer is "Yes", IFS-HR is pleased to announce their latest technology addition: 'Remote Classroom Training'!

Three years in the planning, *remote classroom training* allows our Trainers to broadcast classes (such as ADV-HR Navigation,

Timesheets and NEATS) via the internet from Carson City to the Welfare Professional Development Center in Las Vegas.

The Trainer in Carson City, and students in Las Vegas, will be able to communicate and interact with each other as if they were in the same room. The instructor will

also be able to view and assist with exercises at each computer terminal.

Testing has been completed on equipment in Las Vegas and Carson City. Tricia Buckner has already held one NEATS class using the equipment. We look forward to this being an efficient, cost-effective tool. ■

## Records Certification Training

Cynthia Martinez

NAC 284.504 requires an employee of the State, who performs work involving the preparation of forms for the Records or Payroll sections of the Department of Personnel, to be certified in the preparation of those forms and their related procedures.

Continued certification is required every two years.

Beginning 2006, the Records Certification class will consist of 2 classes: One for employees who are new to completing Central Records forms, which will be 1 ½ days; and, the other will be a recertified course (1/2 day) for those who need to be recertified per NAC 284.504.

Scheduled classes for 2006 can be found in NEATS. ■

When processing an employee name change, an ESMT-A and an ESMT-B MUST be processed. Please see IFS-HR Agency Procedure 01.05.09

## IFS-HR Help Desk: FAQs

### Q: How do I complete my class evaluation?

**Step 1:** Click on the 'Training' tab to access training information. Your Student Class Schedule will appear. Under Personal Tasks, select *View My Transcript*.

**Step 2:** Under *Completed Course History*, scroll over to the right side of the page next to the course that applies. Under 'Action', click on *Enter Class Evaluation*. This will bring up the evaluation to be completed.

**Step 3:** Enter evaluation information by clicking on selected responses and click 'Submit'.

**Note:** Once the course evaluation has been entered, the attendance is updated as *Complete* on the transcript.

**Note:** If the class is not listed under *Completed Course History*, this means the instructor has not yet entered your class grade.

**Note:** If you need a more detailed explanation, refer to procedure [01.30.31](#).

### Q: My agency is rolled out on NEATS. What is the deadline for processing timesheets?

**A:** All agencies, regardless of how their timesheets are entered, must adhere to the pay processing deadline that is distributed by Central Payroll. In most cases the deadline for timesheet entry is the Wednesday of pay processing week.

Adjustments are made for some holidays. A copy of the deadline dates can be found at <http://ifs.state.nv.us/>

### [Payroll%20Deadline%20Schedules.htm](#).

### How does a training administrator or instructor enroll a student?

**Step 1:** Click on the 'Training' tab to access training information. The Student Class Schedule will appear. Click on *Browse Courses* under the Personal Task Bar.

**Step 2:** Course List appears. To the right of the selected course click *List Classes*.

**Step 3:** The NEATS Class List will appear. This will give you a list of class dates and locations. Click on the course name.

**Step 4:** Training Class Details appear. Click on *View Roster* to get a list of the students currently enrolled.

**Step 5:** Click on *Enroll a New Student*. You will see two options.

The first is to add an *unregistered* student. This field is seldom used because most employees have a NEATS account and are enrolled as registered.

The second option is to add a *registered* student. To search for the student you must enter the search criteria (their name or Internal ID) and click search. *(To ensure you are enrolling the correct student into a class, it is highly recommended the search be performed using their Internal ID.)* Under action, click on *Enroll Student* and then click OK to confirm.

**Note:** The student will now appear on the roster and will

receive an email confirming enrollment.

**Note:** If you need a more detailed explanation, refer to procedure [01.30.32](#).

**Note:** You cannot enroll a new employee into a class until their NEATS account has been established. **DO NOT** enroll them as 'unregistered' or they will not get credit for that class.

### How does a training administrator approve or deny a student enrollment request?

**Step 1:** From the NEATS home page, click on *Enrollment Requests Pending Approval* in the Training Box.

**Step 2:** The Enrollment Request List Settings will appear. This gives you the list of students requesting approval. Select *Agency/Status*, then 'Refresh List'.

**Step 3:** Select the employee and Class Enrollment Request Details will appear.

**Option 1:** Select 'Approve' to approve the first level for this request.

**Option 2:** Select 'Approve All' to approve all levels authorized to you.

**Option 3:** Select 'Reject' to reject this particular request.

When all approvals have been applied, the student will receive an email stating his/her enrollment request has been approved. If all levels have not given approval, the employee can view what level is pending approval by clicking on the *Class Enrollment Request Details* on the 'Training' tab. ■

**All agencies, regardless of how their timesheets are entered, must adhere to the pay processing deadline that is distributed by Central Payroll.**



**775-687-9099**

**The IFS-HR Help Desk is available to answer your questions Monday-Friday 8am to 5pm**

## ADVANTAGE™-HR TRAINING CALENDAR

CLASS	DATE	TIME	LOCATION
Navigation	2/21/06	8:30am-Noon	Carson City
Timesheet Entry	2/21/06	1pm-4pm	Carson City
Records Cert.	2/22/06	1pm-4pm	Carson City
Navigation	5/30/06	8:30am-Noon	Carson City
Timesheet Entry	5/30/06	1pm-4pm	Carson City
ESMT Entry	5/31/06	1pm-4pm	Carson City
Navigation	8/22/06	8:30am-Noon	Carson City
Timesheet Entry	8/22/06	1pm-4pm	Carson City
ESMT Entry	8/24/06	1pm-4pm	Carson City
Navigation	11/28/06	8:30am-Noon	Carson City
Timesheet Entry	11/28/06	1pm-4pm	Carson City

All Carson City training classes are held at 727 Fairview Dr., Ste. B. (unless otherwise noted)

Las Vegas training classes are held at the Las Vegas Professional Development Center, 701 N. Rancho.

For directions, please click on "Locations" when signing up through NEATS.

## Completing the *new* IFS-HR Confidentiality Agreement

IFS-HR has revamped the confidentiality agreement to make it easier to select the profile which best suits your employees' job duties. There are now check boxes, title of the profile, and a brief description of each profile.

*Section 1* includes identifying information (i.e., name, internal ID, phone, agency, address, etc.). This needs to be completed in case we need to call you to verify information.

*Section 2* is the access/profile you are requesting. Please read the title and description of the profile, and check the appropriate box. If requesting ADVANTAGE™-HR or HRDW, you will also need to check the box for the level of approval you are requesting. (If you are terminating access, you

only need to check the 'Terminate Access' box for NEATS, ADVANTAGE™-HR and/or HR Data Warehouse.)

*Section 3* is the agency/home org information. If you are requesting access for the entire agency, enter the agency number and check box 3a "Agency/All Home Orgs". For one agency/one home org OR several agencies/home orgs, fill in *Section 3b*. If you belong to a custom list or duty location, please complete *Section 3c* and/or *3d*.

*Section 4* is the most important section of the form. You MUST have your appointing authority sign the form or it cannot be processed. If you are unsure who has appointing authority for your agency, please

check with your Personnel Representative. ■

### Things to Remember

- Each time a new confidentiality agreement is submitted, it replaces any/all previous profiles. *Please be sure to include **all** profiles needed on each new request.*
- Do not leave any information blank. Failure to complete form will result in processing delays.
- Make sure you have the proper appointing authority signature.
- Do NOT share your password with anyone.
- It may take Records up to 14 days to process an ESMT; therefore, security access may be delayed.

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